

RECORDS DISPOSITION SCHEDULE 68 - INTERSTATE LAND SALES

REGISTRATION RECORDS

This Schedule covers all records of the Interstate Land Sales Registration Program maintained or created in HUD Headquarters.

Item No.	Description of Records	Disposition
1.	Main filing consisting of the Statement of Record (filing), Property Report, amendments, and Exemption Filings. All correspondence, documentation, exhibits, subpoenas, notice of hearings, public complaints concerning specific subdivisions, and related material pertaining to a developer's filing of land offered for sale or lease pursuant to the Interstate Land Sales Full Disclosure Act.	
*	a. Hard copies (not microfilmed)	Destroy 7 years after project's registration has been suspended or inactive. (NARA Job N1-207-96-3, item 1a) *
	b. Hard copies (microfilmed).	Destroy after microfilm is checked and verified. (NARA Job NC1-207-78-10, item 1a)
*	c. Microfilm copies.	Destroy 7 years after project's registration has been suspended or inactive. (NARA Job N1-207-96-3, item 1c) *

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Item No.	Description of Records	Disposition
2.	History cards consisting of an individual record of property registered and actions taken.	
*	a. Hard copies (not microfilmed)	Destroy 7 years after project's registration has been suspended or inactive. (NARA Job N1-207-96-3, item 2a) *
	b. Hard copies (microfilmed)	Destroy after microfilm is checked and verified. (NARA Job NC1-207-78-10, item 2a)
*	c. Microfilm copies. These microfilm copies are placed in the same micro-jackets as the main filing (item 1b of this schedule)	Destroy 7 years after project's registration has been suspended or inactive. (NARA Job N1-207-96-3, item 2c) *
3.	Enforcement File containing supporting documentation for administrative proceedings against developers for violation of the Interstate Land Sales Full Disclosure Act.	
*	a. Hard copies (not microfilmed)	Destroy 7 years after resolution of administration proceedings. (NARA Job N1-207-96-3, item 3a) *

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| b. | Hard copies (microfilmed) | Destroy after microfilm is checked and verified. (NARA Job NC1-207-78-10, item 3a) |
| * | c. Microfilm copies | Destroy 7 years after resolution of administration proceedings. (NARA Job N1-207-96-3, item 3c) * |
| 4. Investigatory File containing supporting documentation for judicial proceedings against developers for violation of the Interstate Land Sales Full Disclosure Act. | | |
| * | a. Hard copies (not microfilmed). | Destroy 7 years after resolution of judicial proceedings. (NARA Job N1-207-96-3, item 4a) * |
| | b. Hard copies (microfilmed) | Destroy after microfilm is checked and (NARA Job NC1-207-78-10, item 4a) |
| * | c. Microfilm copies. | Destroy 7 years after resolution of judicial proceedings. (NARA Job N1-207-96-3, item 4c) * |

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Item No.	Description of Records	Disposition
5.	Materials intended by developers to be Statements of Record, Property Reports, Amendments, Exemption Filings, or related material but which were deficient and had to be replaced with corrected material.	Destroy when 2 years old. (NARA Job NC1-207-78-10, item 8)

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| 6. | Copies of receipts of funds received from developers and others, such as Office of Interstate Land Sales Registration (OILSR) Form No. 1. | Destroy when 3 years old.
(GRS 6, item 4) |
| 7. | Record copies of documents relating to the development of legislative proposals, regulations, internal office operating procedures and studies, and delegations of authority. | Destroy when 3 years old.
Formerly (NARA Job NC1-207-96-3, item 7) |

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Item No.	Description of Records	Disposition
12.	General Correspondence File. Consists of incoming general inquiries, general complaints and requests for property reports from the public and the outgoing replies.	Break file annually. Destroy when 2 years old. (NARA Job NC1-207-78-10, item 12)
13.	General Administrative or Housekeeping Files (such as budget and personnel). Consists of reference copies.	Destroy when superseded or no longer needed for reference purposes. (NARA Job NC1-207-78-10, item 13)
14.	Technical Reference File. Nonrecord copies of laws, regulations, directives, delegations of authority, policy statements, publications and related material used for reference.	Destroy when superseded or no longer needed for reference purposes. (NARA Job NC1-207-78-10, item 14)
15.	Record copies of speeches by program officials.	Destroy when 3 years old. (NARA Job NC1-207-78-10, item 15)
16.	Record copies of documents relating to the development of legislative proposals, regulations, internal office operating procedures and studies, and delegations of authority.	Destroy when 6 years old. (NARA Job NC1-207-78-10, item 16)
17.	Records of public hearings on the Interstate Land Sales Registration program. The hearings were held in late 1972 and early 1973 in various	

major cities. The program was already in existence at the time the hearings were held. The hearings served as further justification of the need for the program.

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| <p>a. Sound recordings. Most are labeled as to city where record of hearing was made and date. Sound recordings for some cities may be missing. (Currently, 29 cassettes, 1 BASF tape, and 3 audiotapes of 1800 feet each have been found.)</p> | <p>PERMANENT. Offer to National Archives when the paper transcripts are offered (see item 17b(1) below).
(NARA Job NC1-207-78-10, item 17a)</p> |
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Item No.	Description of Records	Disposition
b.	Transcripts. There is no index to or summary of these transcripts.	
	(1) Record paper copies. This is the set maintained by the Headquarters program office. (Approximately 4-1/2 cubic feet currently exists. There will be no further accumulation.)	PERMANENT. Offer to National Archives after these paper transcripts are microfilmed and the film is checked and verified. (NARA Job NC1-207-78-10, item 17b(1))
	(2) All other (nonrecord) paper copies.	Destroy when no longer needed for reference purposes. (NARA Job NC1-207-78-10, item 17b(2))
	(3) Microfilm copies.	Destroy when no longer needed for reference purposes. (NARA Job NC1-207-78-10, item 17b(3))
18.	Interstate Land Sales Registration Automated System (System No. 79).	
a.	Data on drums and tapes of this	Destroy upon

Automated System.

termination of the
program. (NARA Job
NC1-207-78-10, item 18a)

- b. Weekly updated list of
subdivisions (computer printout).
This printout shows the complete
record of each subdivision with
updated transactions.

(1) Copy sent to system sponsor. Retain the 4 weekly
updated lists since the
last monthly catalog
report. When a new
monthly catalog report
is received, verify that
the information on the 4
preceding weekly updated
lists has been
incorporated in the new
monthly catalog report.
Then destroy those 4
preceding weekly updated
lists. (NARA Job
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	(2) All other copies.	Retain the 4 weekly updated lists received since the last monthly catalog report. When a new monthly catalog is received, destroy those 4 preceding weekly updated lists. (NARA Job NC1-207-78-10, item 18b(2))
c.	Weekly error and control list (computer printout). This printout lists those transactions not accepted by the System and shows additions and deletions. This printout is only sent to the system sponsor.	Destroy after correcting errors and verifying that the data has been entered into the System by checking the following printout. (NARA Job NC1-207-78-10, item 18c)

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| d. | Monthly Catalog Report (computer printout). This printout shows the status of each file as of the date of the printout. | Destroy when following Monthly Catalog Report is received. (NARA Job NC1-207-78-10, item 18d) |
| e. | Monthly Intermediate Status Aging Report (computer printout). This printout lists certain conditions needing follow-up. | |
| | (1) Copy kept by system sponsor. | Destroy when 18 months old. (NARA Job NC1-207-78-10, item 18e(1)) |
| | (2) All other copies. | Destroy after follow-up action taken. (NARA Job NC1-207-78-10, item 18e(2)) |
| f. | Quarterly Overdue Facilities Aging Report (computer printout). This printout shows overdue facilities needing follow-up. | |
| | (1) Copy kept by system sponsor. | Destroy when 18 months old. (NARA Job NC1-207-78-10, item 18f(1)) |

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Item No.	Description of Records	Disposition
	(2) All other copies.	Destroy after follow-up action taken. (NARA Job NC1-207-78-10, item 18f(2))
g.	Quarterly Summary (computer print out). This printout is only sent to the system sponsor.	
	(1) State by State listing.	Destroy when 18 months old. (NARA Job NC1-207-78-10, item 18g(1))

(2) International listing
summary of States and
foreign listings).

Destroy when no
longer needed for
long range planning and
reference purposes.
(NARA Job NC1-207-78-10,
item 18g(2))